

2001-03 Allotment Instructions

QUICK REFERENCE GUIDE

The Basics

- ✓ **Consult your OFM Appropriation Schedule to determine the funds and amounts available for allotment.**
- ✓ **Contact your agency's current allotment preparation system representative for data entry instructions and sample forms.**

TAPS/APS - OFM Accounting Division
 Art Overman, (360) 664-7703 or
 Nancy Johnson, (360) 664-7694

- ✓ **Develop an expenditure plan and submit allotment data to OFM by the appropriate due date.**

Types of Allotment		Operating	Capital	Deadlines
B001	Initial allotment of appropriations, including compensation allocations	●		July 20 or 27, or August 3, 2001 (see Appendix A)
S	Second year operating revisions	●		In June 2002, subject to OFM direction
L	Legislative changes to appropriation	●		Supplemental budget: Spring 2002 and 2003, subject to passage of supplemental budgets by the Legislature; Savings Incentive allotments
G	Governor-directed expenditure revisions because of cash deficit	●		Only when instructed by OFM
A	Special allocations for emergency appropriations, compensation, retrospective rating refunds, and other special allocations	●		Before the 25th of the current month
U	Operating Unanticipated Receipts	●		Before the 25th of the current month
D	Cash Receipts and Disbursements only	●	●	Before the 25th of the current month
R	Revenue only	●		Before the 25th of the current month
C	Capital and capital unanticipated		●	Before the 25th of the current month
#	Internal Agency Management Allotments	●	●	As needed

Note: Types B001, S, L, and G are official allotments transmitted to LEAP by OFM. Types A, U, D, R and C are OFM expenditure authority maintained in OFMARS, AFRS, and the Cash Flow Data Base, but are not transmitted to LEAP.

Resources

Questions on general allotment procedures, variance reports, legislative intent, allowable amendments, etc.:

OFM budget assistant assigned to your agency or

OFM Allotment Control
Monica Jenkins at (360) 902-0561 or

Email to OFM.Allotment.Assistance@OFM.WA.GOV to reach someone in the Budget Division, Operations Section.

Capital assistance is available from Tom Boyer at (360) 902-0544 or Marziah Kiehn-Sanford at (360) 902-0531.

Written references:

RCW 43.88, RCW 43.79, 2001-03 Allotment Instructions

Internet Sources for Statutory References to Allotments: (copy URL into browser's address bar)

Budget, Accounting, and Reporting Act

<http://search.leg.wa.gov/wslrcw/RCW%20%2043%20%20TITLE/RCW%20%2043%20.%2088%20%20CHAPTER/RCW%20%2043%20.%2088%20%20chapter.htm>

Unanticipated Receipts

<http://search.leg.wa.gov/wslrcw/RCW%20%2043%20%20TITLE/RCW%20%2043%20.%2079%20%20CHAPTER/RCW%20%2043%20.%2079%20.270.htm>

Savings Incentive Program

<http://search.leg.wa.gov/wslrcw/RCW%20%2043%20%20TITLE/RCW%20%2043%20.%2079%20%20CHAPTER/RCW%20%2043%20.%2079%20.460.htm>

Operating appropriation codes and AFRS appropriation/program control tables (D26 and D27):

OFM Budget Division, Operations Section:

Monica Jenkins at (360) 902-0561 or Linda Swanson at (360) 902-0541

Capital appropriation codes and AFRS appropriation/program control tables (D26 and D27):

OFM Budget Division, Operations Section:

Mike Cheney at (360) 902-0582

Written reference:

OFM Appropriation Schedule

Performance Measures:

Linda Steinmann at (360) 902-0573

Written reference:

Governor Locke's 2001-03 Agency Recommendation Summary document

Mailing Addresses

Initial Allotment Forms/Unanticipated Receipts

OFM Allotment Control, Budget Division
MS: 43113

Belated Claims Letter

Statewide Accounting
OFM Accounting Division
MS: 43123

2001-03 Allotment Due Dates for Various Required Submittals

May 4, 2001	Requests for program structure changes due to OFM.
May 25, 2001	Revised ten-year history database to match requested program structure change.
To be determined	Revised B6, B6-I and B6-P data for 2001-03 to allow OFM to make compensation allocations to each agency.
July 20, 2001	Operating allotment due dates. See appendix for which agencies are due by this date. Includes: <ol style="list-style-type: none">1. Submittal of electronic allotment data2. Hard copy submittal of Form 01S signed by agency head or designee.
July 27, 2001	
August 3, 2001	
July 30, 2001	Initial capital allotment due date (see detailed timeline on following page).
August 31, 2001	2001-03 Agency Activity Inventory Report due date.
September 14, 2001	Performance measure <u>estimates</u> for 2001-03 entered into the Performance Measures Tracking and Estimate System (PMTES).
Sept 30, 2001	Last day for OFM to approve initial operating allotment packets per the Budget and Accounting Act.
October 31, 2001	Performance measure <u>first quarter actuals</u> entered into the Performance Measure Tracking and Estimate System (PMTES).
April/May 2002	Allotment amendments for any 2002 supplemental budget changes.
June 2002	Second year allotment adjustments.
May 2003	Allotment amendments for any 2003 supplemental budget changes.

TIMELINE FOR CAPITAL ALLOTMENTS AND REPORTS

